



7. LOCATION-BASED PER DIEM FOR M&IE



TRAVEL REQUEST: MEALS & INCIDENTALS LOCATION-BASED PER DIEM

Concur automatically calculates your total **expected expenses** for M&IE based on location and dates of travel.

[Home](#) / [Requests](#) / [Manage Requests](#) / [Faculty Conference](#) / New Expense: 04a. Meal & Incidentals Per Diem

New Expense:04a. Meal & Incidentals Per Diem

[Allocate](#) Cancel **Save**

* Required field

Travel Start Date	Travel End Date	Destination
<input type="text" value="11/13/2023"/>	<input type="text" value="11/15/2023"/>	<input style="border-bottom: 1px dashed #ccc;" type="text" value="Santa Barbara, California"/>

Reduction for Meals Provided/Personal Days * ?

Amount - Will automatically calculate when you hit save.

Currency *

Comments To/From Approvers/Processors 0/2000

Save Cancel



EXPENSE REPORT: MEALS & INCIDENTALS LOCATION-BASED PER DIEM

Conference \$0.00

Not Submitted | Report Number: PYOSP2

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense

Edit

Delete

Copy

Allocate

Manage Travel Allowance

Combine Expenses

Move to ▾

1. Click **Travel Allowance > Manage Travel Allowance**.

Travel Allowances For Report: Conference

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name

Conference

Selection

USGSA

Add Stop

Delete Rows

Import Itinerary

2. Click **Create New Itinerary** (or **Import Itinerary** if booked travel in Concur).


EXPENSE REPORT: MEALS & INCIDENTALS

LOCATION-BASED PER DIEM


3. Enter your travel stop details (departure to arrival).

Edit Itinerary Stop

Departure City
San Francisco, California

Date: 11/08/2023  Time: 08:00 AM


Arrival City
Sacramento, California

Date: 11/08/2023  Time: 10:00 AM


[Save](#)

Edit Itinerary Stop

Departure City
Sacramento, California

Date: 11/13/2023  Time: 05:00 PM

Arrival City
San Francisco, California

Date: 11/13/2023  Time: 08:00 PM

[Save](#)

EXPENSE REPORT: MEALS & INCIDENTALS

LOCATION-BASED PER DIEM

4. Mark any specific meals that were provided on your trip which will automatically be deducted.

Travel Allowances For Report: Conference ↗ ×

1 Create New Itinerary
2 Available Itineraries
3 Expenses & Adjustments

Show dates from to Go

Exclude All <input type="checkbox"/>	Date/Location↑	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	11/08/2023 Sacramento, California	\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75
<input type="checkbox"/>	11/09/2023 Sacramento, California	\$69.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00
<input type="checkbox"/>	11/10/2023 Sacramento, California	\$69.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00
<input type="checkbox"/>	11/11/2023 Sacramento, California	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$38.00
<input type="checkbox"/>	11/12/2023 Sacramento, California	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	11/13/2023 Sacramento, California	\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75

EXPENSE REPORT: MEALS & INCIDENTALS

LOCATION-BASED PER DIEM

5. Meal Expenses will then automatically be added to the expense report.

Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/13/2023	\$51.75
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/12/2023	\$69.00
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/11/2023	\$38.00
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/10/2023	\$53.00
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/09/2023	\$53.00
Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	11/08/2023	\$51.75
				\$316.50